



**2011 – 2012**  
**Parent Manual**





# AWANA 2011-2012 WHEATON BIBLE CHURCH

## WHAT IS AWANA?

Approved **W**orkmen **A**re **N**ot **A**shamed (2 Timothy 2:15)

Awana is an international ministry which partners with churches to reach boys and girls with the gospel of Christ and disciple them that they may know and serve Him.

## WHAT DOES YOUR CHILD EXPERIENCE AT CLUB?

- Engaging Bible lessons
- Exciting games and activities
- Bible memorization
- Affirmation and encouragement from adult leaders
- Positive relationships with other clubbers
- Awards and recognition for accomplishments

## MEETING TIMES

Awana meets Wednesday evenings, 6:30-8:00 pm for children ages 3 – 2<sup>nd</sup> grade and 6:30 – 8:15 for 3<sup>rd</sup> – 6<sup>th</sup> graders. Clubs run from mid September to the end of April. For exact dates and theme nights, please see the Awana calendar in this manual or go to [www.wheatonbible.org/Children's\\_Ministry](http://www.wheatonbible.org/Children's_Ministry).

## AGE GROUPS & CLUBS

Wheaton Bible Church has the following Awana clubs.

Awana Club	Age	Drop Off Location	Pick Up Location
Cubbies*†	3 and 4 year olds (must be 3 by Sept. 1 <sup>st</sup> and potty trained in order to participate in Cubbies)	Preschool rooms 118-122	Preschool rooms 118- 122
Sparks	Kdgt-2 <sup>nd</sup> Grade Boys and Girls	Gym	Blue Team Room 23 Green Team Room 25 Red Team Room 26 Yellow Team Room 2
Truth & Training Boys	3 <sup>rd</sup> -6 <sup>th</sup> Grade Boys	Room 2, Lower Level	Room 1, Lower Level
Truth & Training Girls	3 <sup>rd</sup> -6 <sup>th</sup> Grade Girls	Room 1, Lower Level	Gym

\*Cubbies – One parent must remain in the building during Awana. A **required parent meeting** will be held on September 14 at 7:15 pm.

†Cubbies registration will close on **September 14, 2011 & is limited to a maximum of 75 clubbers.**

## REGISTRATION

All children who participate in the Awana ministry must complete the Awana Registration Form included in this packet. **Registration Night is September 7, 2011**, during which all handbooks & uniforms may be purchased.

Sparkies and T&T clubbers may join at any time during the year on any club night.

**Cubbies registration will close on September 14, 2011.**

**Parents of Cubbies** are required to attend the Parent Meeting on Sept. 14 at 7:15 pm.

**Parents of Sparkies and T&T Clubbers** are asked to attend a Parent Meeting on Sept. 21 at 6:30 pm.

## COSTS

**DUES:** \$25 per child for the first 2 children and \$10 per child for any additional family members. For less than \$1 per night, dues help to cover awards, candy, prizes, crafts, and special events throughout the year.

### UNIFORMS and BOOKS:

Each club has an entrance booklet which must be completed before clubbers move into their handbook. Our uniforms and handbooks are priced as follows:

<b>Club Handbooks</b>	\$9.00	<b>Cubbies Vest</b>	\$10.00
<b>Sparks Vest</b>	\$12.00	<b>T&amp;T t-shirt</b>	\$6.00
Sparks Handbook Verses set to music CD (optional)			\$10.00

Here at WBC, we never let cost get in the way of ministry! If you are in need of financial assistance, please contact Renita Gilliland at 630.876.6655 or [rgilliland@wheatonbible.org](mailto:rgilliland@wheatonbible.org)

## SECURITY/DROP OFF & PICK UP

The Awana rooms will be open for children to arrive at 6:20 pm. Children will not be permitted in the rooms until that time. **All clubbers must be signed in at the beginning of each club night and signed out by their parents or a designated adult at the conclusion of the evening.** No Awana child will be permitted in the hallways without leader supervision or permission.

## WHAT TO BRING TO AWANA

Each week, clubbers should bring their Bibles and Awana Handbooks. Please leave additional toys and electronic devices at home.

For special theme nights, your child may be asked to bring a certain item(s). When this is the case, your child will bring information home explaining what they should bring and what the theme is. For more information about theme nights, see the calendar section.

## WHAT TO WEAR

In addition to wearing their uniforms, we recommend that children attending Awana wear comfortable clothing, long pants and gym shoes in order to participate in the activities held on a typical evening. Some games will be difficult to participate in if wearing skirts, heels, flip-flops, sandals, dress shoes, etc.

## HELPING YOUR CHILD

Awana Sparks and T&T clubbers work through their handbooks at their own pace. Cubbies work through one section together each week. Some children will need help at home to complete their books. Here are some specific ways you can help your child succeed in Awana:

- Working on verse memorization with your child for just five or ten minutes several times a week is a great investment to help your child succeed. Consider doing this at the dinner table, during breakfast or as part of your bedtime routine.
- Help your clubbers complete 2 sections each week so that they will finish their books this year. Encouragement is the key!
- If you prefer, your child may use a version of the Bible which is different from the version used in the handbook. However, our leaders need a way to check the verse being recited. Please have your child bring the Bible or re-write the verse in your child's handbook as it is written in the other version.
- Please have your child learn the scriptural reference (your child may hear us refer to it as an "address") as well as the verse itself.
- For Sparkies, it may be helpful to send a note with your child, stick a post-it note in the section he/she has been working on, or initial the verses which the child is ready to recite each week.

## WELLNESS POLICY

Please do not bring your children to Awana if they have any of the following symptoms:

- Fever – 100 degrees or higher within the last 24 hours
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Runny nose if accompanied by other symptoms and/or colored discharge
- Bad cough – coughing increases the chance of infection being spread to others
- Any rash that is suspected to be contagious
- If your child is prescribed an antibiotic, they must have been on the antibiotic for a minimum of 48 hours prior to attending Awana

## INCLEMENT WEATHER POLICY

When the weather is inclement we will make a final decision by 5pm on club night. You can find out if Awana activities are cancelled by the following:

- Generally speaking, if school has been cancelled due to a snowstorm or bad weather, so have our club meetings.
- E-mail Alert – All known e-mail addresses of Awana families will be contacted if Awana activities are cancelled.
- Phone Alert – Our automated system will contact each family via telephone.
- Look on the church website or call the church office after 4pm if you have any questions.

## **DISCIPLINE**

Clubbers should come expecting to be treated as a child of God and to treat everyone else as a child of God. Courtesy and respect are expected at all times. Should problems arise, leaders will verbally remind the clubber of respectful behavior. If the misbehavior continues, the clubber will sit out of the current activity until he or she is ready to participate in a respectful manner. If misbehavior persists after rejoining the group, parents will be notified and asked to pick up the child.

## **AWANA STORE (T&T Clubs Only)**

At the end of each club semester, the T&T Clubs open a store filled with prizes which they can purchase with the points they have earned throughout the year. Clubbers may earn points each club night by wearing their uniforms, bringing their Bibles and handbooks, passing handbook sections and bringing friends to club.

## **PARENT WORKSHOPS**

Wheaton Bible Church is committed to helping families become all that God wants them to be. We desire to be the best friend and greatest support for every parent as they journey through the adventure of raising children. That is why we offer Wednesday night Parent Workshops periodically throughout the school year. These free workshops are open to everyone and are listed at [www.wheatonbible.org/Parenting\\_Workshops](http://www.wheatonbible.org/Parenting_Workshops)

## **GETTING INVOLVED**

Our Awana program is run by volunteers! Parents, grandparents, adults & teens are all welcome to spend time sharing their faith with the children in our community. We would love to have you join the Awana Leadership Team. No prior experience in Awana is necessary. We only ask that you have a growing relationship with Jesus Christ and a love for kids. We will provide the training for the rest. Everyone who works with children at WBC must fill out a Volunteer Application and undergo a background check. To get started, please contact Renita Gilliland listed below, or download an application at [www.wheatonbible.org/Awana](http://www.wheatonbible.org/Awana) and drop it off at the Welcome Desk addressed to Renita.

## **COMMUNICATION**

In order to make club run as smoothly as possible communication is essential. We will be sending home periodic flyers to let you know what is coming up in Awana. Please be sure to pick these up at club check-in or check-out. If you have any questions, please feel free to contact us!

### **WBC Awana & Special Events Director**

Renita Gilliland  
[rgilliland@wheatonbible.org](mailto:rgilliland@wheatonbible.org)  
630-876-6655

### **WBC Children's Pastor**

Vance Frusher  
[vfrusher@wheatonbible.org](mailto:vfrusher@wheatonbible.org)  
630-876-6611

## 2011~2012 AWANA SCHEDULE

9/7/11	Registration Night
9/14/11	First Night of Club
9/21/11	
9/28/11	Sports Jersey Night
10/5/11	
10/12/11	
10/19/11	
10/26/11	Backwards Night
11/2/11	
11/9/11	
11/16/11	
11/23/11	NO CLUB – Thanksgiving Break
11/30/11	
12/7/11	Team Color Night
12/14/11	
12/21/11	NO CLUB – Christmas Break
12/28/11	NO CLUB – Christmas Break
1/4/12	NO CLUB – Leader's Training
1/11/12	
1/18/12	
1/25/12	Favorite Hat Night
2/1/12	
2/8/12	
2/15/12	
2/22/12	
2/29/12	Pajama Night
3/7/12	
3/14/12	
3/21/12	
3/28/12	NO CLUB – Spring Break
4/4/12	
4/11/12	Crazy Hair Night
4/18/12	
4/25/12	Awards Night



# AWANA 2011-12 Registration Form WHEATON BIBLE CHURCH

Today's Date \_\_\_\_\_

Parents'/Guardians' Names (First & Last) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Church \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

For your child's protection, who has permission to pick you your child from club in addition to the parents/guardians listed above? (Note – for safety reasons they must be an adult)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**We would love to have you join our Awana Staff! Please mark the area in which you would like to serve below and we'll contact you right away.** (All volunteers and paid staff at WBC who work with children are required to fill out an application and undergo a background check.)

- Truth & Training Boys:** 3<sup>rd</sup>-6<sup>th</sup> grade boys
- Sparks:** K-2<sup>nd</sup> grade boys and girls
- Puggles/Nursery:** nursery/toddler classes.
- Truth & Training Girls:** 3<sup>rd</sup>-6<sup>th</sup> grade girls
- Cubbies:** preschool boys and girls

**Waiver and Permission/Photo Release Agreements (Please Read Carefully):**

I hereby grant Wheaton Bible Church permission to use my child(ren)'s likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration. I hereby irrevocably authorize Wheaton Bible Church to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing Wheaton Bible Church programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein the likeness appears. I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge Wheaton Bible Church from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

In registering your child for participation in Awana, you are giving consent for your child(ren) to participate in all Awana activities sponsored by Wheaton Bible Church. In the event that he or she is injured while under the care of Wheaton Bible Church and its representatives and requires the attention of a doctor, I hereby consent to and will be responsible for any reasonable medical treatment as deemed necessary by a licensed physician. I further agree to hold Wheaton Bible Church and its representatives free and harmless of any claims, demands or suits for damages arising from the authorization and provision of such medical treatment. I understand the nature of the events and do hereby release Wheaton Bible Church and its representatives from any liability due to accident or injury incurred by my child. Those in charge will take every possible safety precaution and every possible attempt will be made to contact parents or guardians immediately in the event of injury or other emergency!

Family Doctor/Practice \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHILD #1** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Grade in Fall 2012: \_\_\_\_\_  
 Cubbies\* (3-4 years) \_\_\_\_ Sparks (K-2<sup>nd</sup>) \_\_\_\_ T&T Boys \_\_\_\_ T&T Girls \_\_\_\_  
 Puggles/Nursery (for Awana Volunteers' Children ONLY) \_\_\_\_  
 Name of Friend/Buddy \_\_\_\_\_ Team Assignment \_\_\_\_\_  
 Please list any allergies or special concerns \_\_\_\_\_

\*Cubbies – must be 3 years by Sept. 1, 2011 and potty trained. One parent must remain in the building during AWANA. **Cubbies registration will close on September 14, 2011.**

**CHILD #2** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M / F Grade in Fall 2011: \_\_\_\_\_  
 Cubbies\* (3-4 years) \_\_\_\_ Sparks (K-2<sup>nd</sup>) \_\_\_\_ T&T Boys \_\_\_\_ T&T Girls \_\_\_\_  
 Puggles/Nursery (for Awana Volunteers' Children ONLY) \_\_\_\_  
 Name of Friend/Buddy \_\_\_\_\_ Team Assignment \_\_\_\_\_  
 Please list any allergies or special concerns \_\_\_\_\_

**CHILD #3** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M / F Grade in Fall 2011: \_\_\_\_\_  
 Cubbies\* (3-4 years) \_\_\_\_ Sparks (K-2<sup>nd</sup>) \_\_\_\_ T&T Boys \_\_\_\_ T&T Girls \_\_\_\_  
 Puggles/Nursery (for Awana Volunteers' Children ONLY) \_\_\_\_  
 Name of Friend/Buddy \_\_\_\_\_ Team Assignment \_\_\_\_\_  
 Please list any allergies or special concerns \_\_\_\_\_

**CHILD #4** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M / F Grade in Fall 2011: \_\_\_\_\_  
 Cubbies\* (3-4 years) \_\_\_\_ Sparks (K-2<sup>nd</sup>) \_\_\_\_ T&T Boys \_\_\_\_ T&T Girls \_\_\_\_  
 Puggles/Nursery (for Awana Volunteers' Children ONLY) \_\_\_\_  
 Name of Friend/Buddy \_\_\_\_\_ Team Assignment \_\_\_\_\_  
 Please list any allergies or special concerns \_\_\_\_\_

**\*For each child or item, please write amount to be paid on adjacent line.\***

**DUES:** (\$25 for 1<sup>st</sup> & 2<sup>nd</sup> clubbers, \$10 for each additional clubber, n/c for Puggles/ Nursery)

Child 1 \_\_\_\_ Child 2 \_\_\_\_ Child 3 \_\_\_\_ Child 4 \_\_\_\_ **Total Dues:** \_\_\_\_\_

**BOOKS:** Cubbies (\$9) \_\_\_\_ Sparks(\$9 each) Book 1 \_\_\_\_ Book 2 \_\_\_\_ Book 3 \_\_\_\_

T&T(\$9 each) Book 1 \_\_\_\_ Book 2 \_\_\_\_ Book 3 \_\_\_\_ Book 4 \_\_\_\_ **Total Books:** \_\_\_\_\_

**UNIFORMS & MISC:** T&T t-shirt (\$6) \_\_\_\_ Sparks vest (\$12) \_\_\_\_

Cubbies vest (\$10) \_\_\_\_ Puggles t-shirt (\$10) \_\_\_\_

Sparks Verses Music CD (optional) (\$10) \_\_\_\_ **Total Misc.:** \_\_\_\_\_

**METHOD OF PAYMENT:** (Circle) Cash / Check # \_\_\_\_\_ **TOTAL AMOUNT PAID:** \_\_\_\_\_